Exporting BDI2 Data for Indicator 7

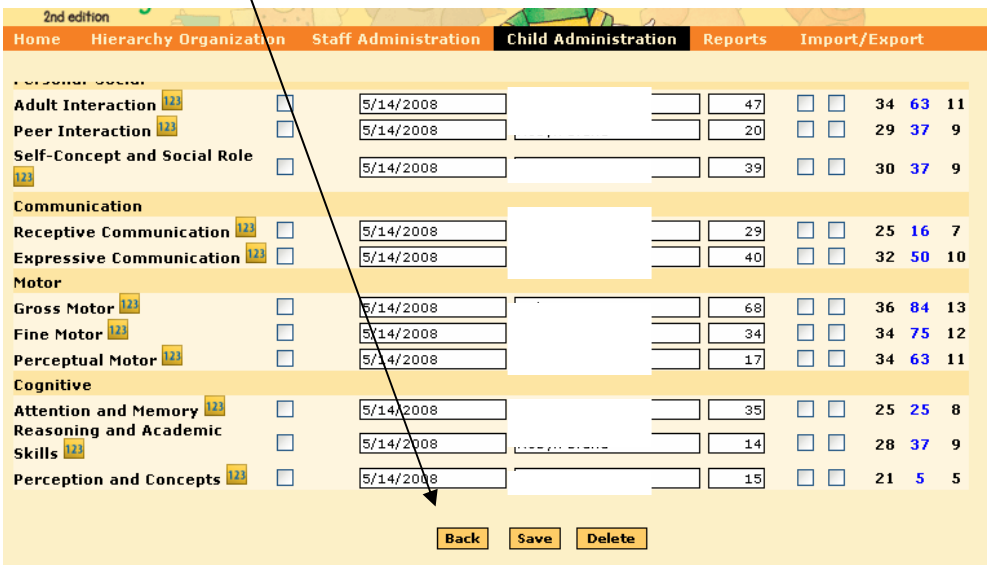
Entering Purpose for Testing Information into Program Note

The purpose for which the BDI2 was administered needs to be entered as a Program Note within each assessment. The Purposes are as follows:

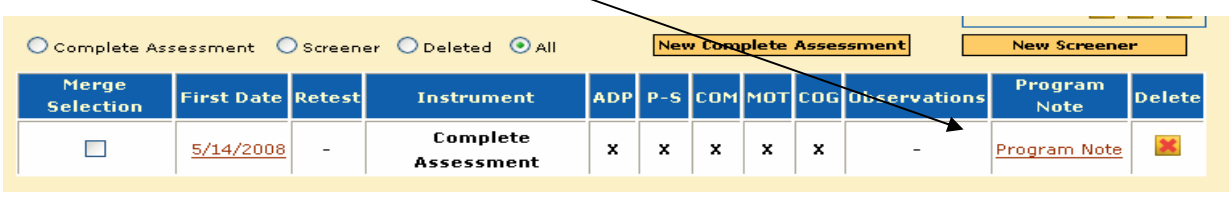
- Entry C
- Exit C
- Transition *(student is aging out of Part C and determined eligible for Part B)*
- Entry B
- Exit B
- NA *(student not determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)*

- **THIS MUST BE ENTERED EXACTLY AS STATED ABOVE. PLEASE DO NOT ADD ADDITIONAL TEXT/WORDING.**

Once the assessment has been scored and saved, you must enter the purpose by using the Program Note feature. To locate, click the back button at the bottom of the scoring page:

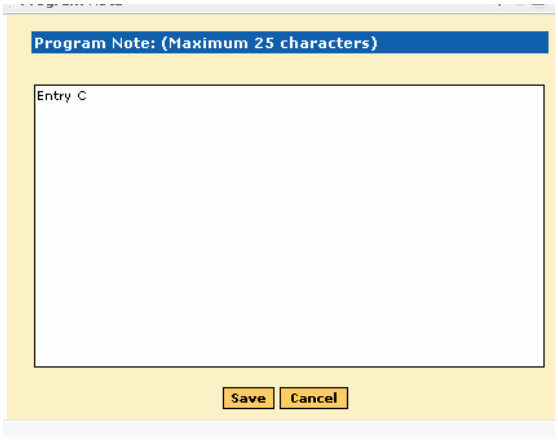


Click the Program Note Tab:



Enter the Purpose for administration into the Program Note text box.

PLEASE USE THIS EXACT WORDING WHEN ENTERING INFORMATION!



- Entry C
- Exit C
- Transition *(student was aging out of Part C and determined eligible for Part B)*
- Entry B
- Exit B
- NA *(student not determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)*

9) Click Save.

This information will now be tied to the assessment. It will appear on most reports and can be exported with assessment data.

To verify your school data and to ensure that all Program Notes have been entered correctly, please follow the exporting directions:

Exporting Data

Creates a file that includes all of the data that you select. This file can be used with another application.

1. To export data from the BDI-2 Data Manager, choose **Import/Export** > **Export**.

2. When the Export page opens, select the option to indicate the type of data you want to export.

Organization—Select this option to export information about your organization.

Staff—Select this option to export staff records.

Students—Select this option to export student records.

Assessment Summary—Select this option to export assessment summary information.

Assessment Details—Select this option to export details about assessments.

Assessment Observations—Select this option to export assessment observations.

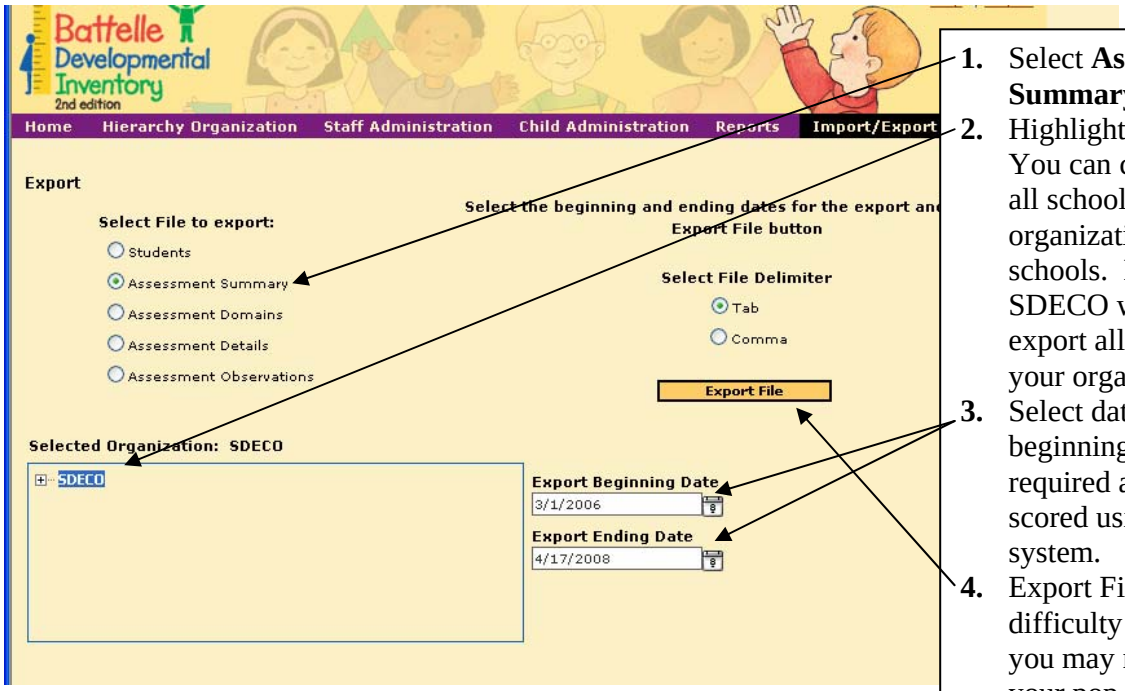
3. Click ⊞ to expand the hierarchy list; then select a level of your organization to specify the scope of the information that is exported.

4. Specify the type of file you want to export.

Tab—Select this option if you are using a plain text application, such as Microsoft Notepad, to organize the exported data. This will create a file in which the information is organized into lines, and each item is separated by a tabbed space.

Comma—Select this option if you are using a spreadsheet application, such as Microsoft Excel, to organize the exported data. This will create a file in which the information is organized into rows and each item is separated by a column.

5. Click **Export File** To export the file; then save it.



1. Select **Assessment Summary**
2. Highlight Organization. You can choose to export all schools within your organization or individual schools. Highlighting SDECO will allow you to export all schools within your organization.
3. Select dates (03/01/2006) beginning date SEP required all tests to be scored using the online system.
4. Export File (if you have difficulty viewing the file, you may need to disable your pop-up blocker.

1. After the export is complete, copy and paste the data file into an Excel spreadsheet. This will allow you to view the testing records more easily.
2. Scroll to the right until the *Program Notes Column* is located. Once the column has been located, you can then verify your data.

Note:
Some students will have duplicated records due to entering difficulties. Each record will appear within the export. Only enter program notes into the files with the testing records - disregard the duplicates -

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